

# **INSTALLATION STATUS REPORT (ISR)**

## **GENERAL INSTRUCTION FACILITIES**

**PROPONENT: DEPUTY CHIEF OF STAFF FOR OPERS AND PLANS, DAMO-TRS (703) 614-4990/DSN 225-4990**

**REVISION DATE: 30 SEPTEMBER 2002**  
***FOR USE WITH THE 2003 ISR DATA COLLECTION***

**INCLUDES THE FOLLOWING FCG(s):**

- **F17120 - GENERAL INSTRUCTION BUILDINGS (SF)\***

## **STANDARDS BOOKLET**

**BOOKLET 7**

\* FCG Unit of Measure. Refer to *Implementing Instructions*, Appendix G, for definition.

## ISR FACILITY INSPECTION INSTRUCTIONS

1. Select the appropriate inspection worksheet and rating standards booklet to evaluate your facility (the appropriate booklet number is identified in the upper right corner of the worksheet). Only use worksheets that have been produced by the current ISR1 software, i.e., barcodes and correct installation and facility information are printed at the top of the page. In particular, verify that the building number on the worksheet matches that of the facility you are inspecting, and the Facility Category Group (FCG) description on the worksheet matches the space you will be rating in the facility (some facilities consist of space from several FCGs, each of which will require a separate worksheet and associated rating booklet).
2. At the top of the inspection worksheet, enter Inspector name and phone number, and the date completed.
3. Rate each component on the inspection worksheet by selecting the color rating that BEST FITS the component being evaluated. First look at the picture in the standards booklet, then at the rating elements under each color to determine which color best describes the overall condition of the component being rated. Then place an "X" in the appropriate box on the inspection worksheet. If an inspection component is not in the facility and it is not needed, place an "X" in the "N/A" box for that component. If an inspection component is not in the facility and it is needed, rate that component as RED.
4. RED ratings require comment. For every component that is rated RED, write a brief explanation in the space provided on the inspection worksheet. For each RED rating, consider submitting a work order to correct the deficiency.
5. Sum the number of "Xs" in each column and record each total on the line designated at the bottom of the column.
6. Identify the Overall Quality Rating. The Overall Quality Rating is the color that received the most ratings among the inspected components. This was calculated in Step 5 above. If there is a tie for the most color ratings, then the lower color rating prevails and is the Overall Quality Rating for the facility. Circle the appropriate Overall Color Rating choice in the upper right hand corner of the worksheet.
7. For Installation Use Only. Note that the functional proponent for this rating booklet has identified certain Priority Components, identified by asterisks (\*\*\*) on the Inspection Worksheets and by the annotation "Priority Component" on the appropriate page of this booklet. They are so marked to enable installation level staff to easily identify components that are of particular importance.
8. Optional: write a brief comment concerning any facility location issues, such as location of the facility on the installation, proximity to related facilities, and appropriate vehicle access. Continue on the reverse of the inspection worksheet if needed.
9. Optional: write a brief comment concerning any environmental, health, safety, and historic preservation issues. Continue on the reverse of the inspection worksheet if needed.
10. Have the unit commander or activity director review and sign the inspection worksheet, and add any desired comment.

**MISSION FACILITY WORKSHEET**  
(Use with Booklet #7)  
**GENERAL INSTRUCTION FACILITIES**

Overall Quality Rating  
(Circle One):

Green      Amber      Red

Facility Number:                      Installation                      Inspector:                      Date Completed:  
Facility User UIC:                      Number:                      \_\_\_\_\_  
Facility Category Group:                      \_\_\_\_\_  
Unit of Measure:                      Phone #:                      \_\_\_\_\_

**FACILITY CONDITION ASSESSMENT**

Condition of Each Component  
Place an "X" in the box that applies to each component.

Inspection Component	GREEN	AMBER	RED	N/A
Common Building Areas				
1. Site & Grounds	[ ]	[ ]	[ ]	[ ]
2. Parking	[ ]	[ ]	[ ]	[ ]
3. Building Exterior	[ ]	[ ]	[ ]	[ ]
4. Service Area	[ ]	[ ]	[ ]	[ ]
5. Lobby	[ ]	[ ]	[ ]	[ ]
6. Administrative Areas	[ ]	[ ]	[ ]	[ ]
7. Stairs	[ ]	[ ]	[ ]	[ ]
8. Corridors	[ ]	[ ]	[ ]	[ ]
9. Toilets	[ ]	[ ]	[ ]	[ ]
10. UTILITIES ***	[ ]	[ ]	[ ]	[ ]
Facility Specific Areas				
11. Auditorium	[ ]	[ ]	[ ]	[ ]
12. CLASSROOMS ***	[ ]	[ ]	[ ]	[ ]
13. Supply Storage	[ ]	[ ]	[ ]	[ ]
14. Lounge/Vending Area	[ ]	[ ]	[ ]	[ ]
Overall Quality Rating: Mark the color with the greatest number of "X"s. If two or more colors have equal number of "X"s, choose the worst color rating.	[ ]	[ ]	[ ]	

\*\*\*Indicates Priority Component  
(For Local Installation  
Reference Only)

Red Rating Explanation: \_\_\_\_\_  
\_\_\_\_\_

Location Comment: \_\_\_\_\_  
\_\_\_\_\_

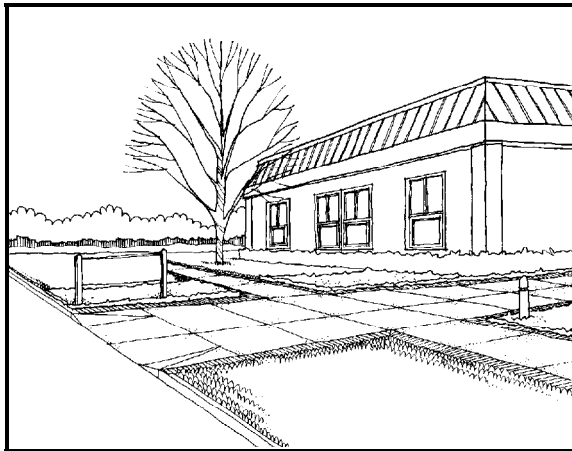
Environmental, Health, Safety & Preservation (EHSP) Comment: \_\_\_\_\_  
\_\_\_\_\_

COMMANDER/DIRECTOR SIGNATURE \_\_\_\_\_

# GENERAL INSTRUCTION FACILITIES STANDARDS BOOKLET

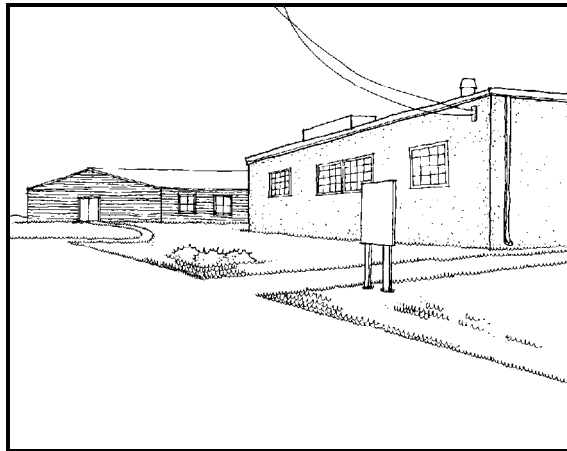
## SITE & GROUNDS

### GREEN



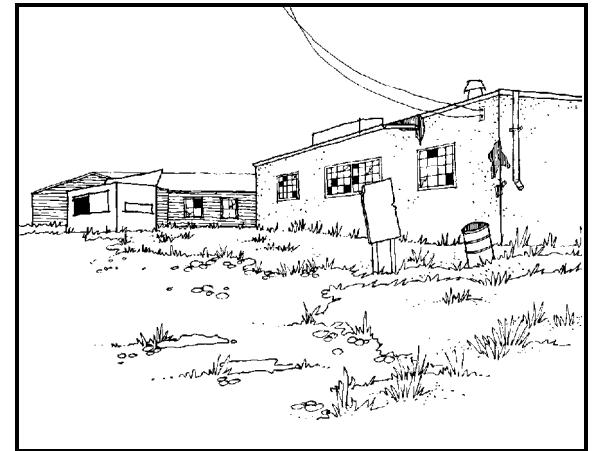
- Landscape fully developed, appropriate to the area, & easy to maintain
- Curb, gutter, & paved sidewalk installed with paved sidewalk from parking to facility
- Utility services and equipment appropriately screened
- Site handicapped accessible
- Dumpster appropriately screened
- Site lighting properly placed and functional
- Surrounded by compatible activities or transition through use of landscaping and site development

### AMBER



- Minimal landscaping
- Sidewalks installed, gravel walkways from parking to facility
- Utility service lines and equipment orderly in appearance
- Some handicap provisions
- Dumpster located in service area
- Site lighting provided
- Incompatible surrounding activities have minor impact

### RED

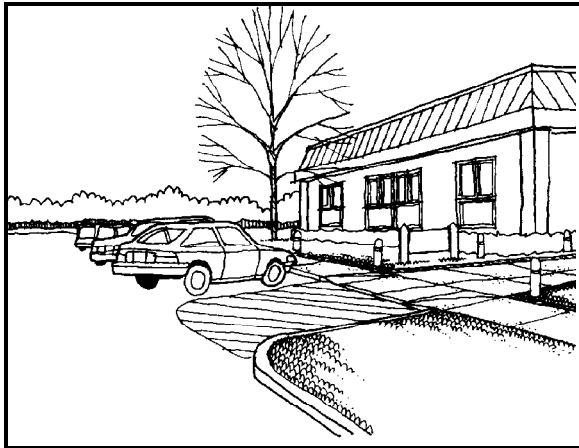


- Poorly developed or no landscaping with poor drainage
- Sidewalks in disrepair or not installed, no walkways from parking to facility
- Utility service lines and equipment exposed and disorderly
- No provision for the handicapped
- Dumpster not screened
- Damaged, inadequate, or no lighting
- Impacted by surrounding incompatible activities

# GENERAL INSTRUCTION FACILITIES STANDARDS BOOKLET

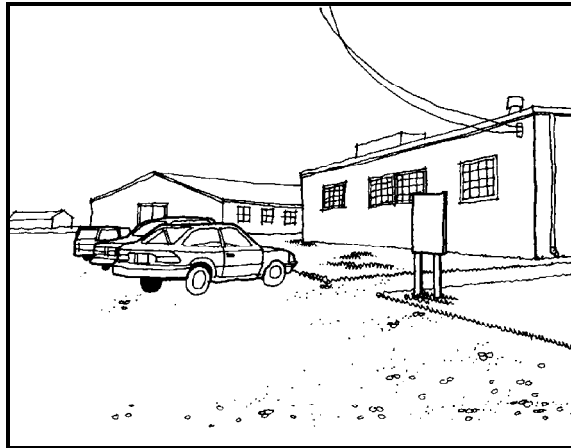
## PARKING

### GREEN



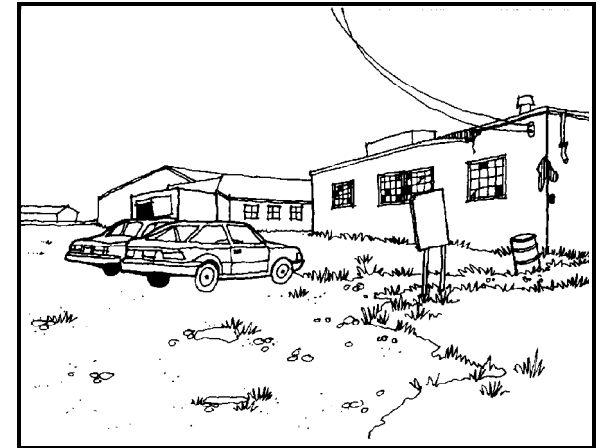
- Smooth, level pavement without large holes or cracks
- Parking spaces adequately sized and marked
- Drainage adequate
- Parking close to facility
- Handicapped parking provided
- High efficiency site lighting
- Adequate parking for all employees and visitors
- Site fully developed with landscaping and site features

### AMBER



- Uneven pavement with large holes or cracks
- Parking spaces marked on pavement and are small
- Some drainage problems
- Parking within the vicinity of the facility
- Limited handicapped parking
- Site lighting provided
- Adequate parking for most employees and visitors
- Site includes some design features

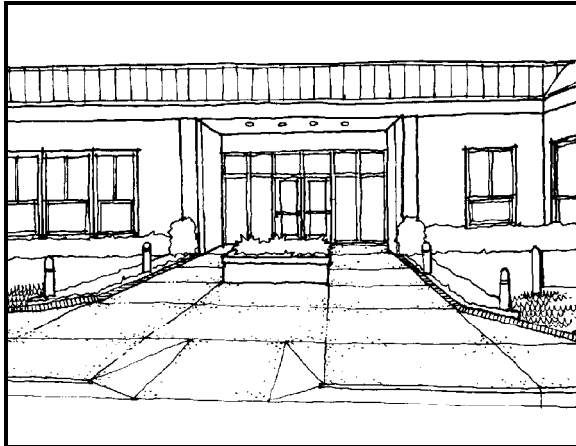
### RED



- Unpaved
- Parking spaces not identified
- Drainage problems
- No parking within the vicinity of the facility
- No handicapped parking
- No site lighting
- Inadequate parking for employees and visitors
- Open lot without distinguishing features

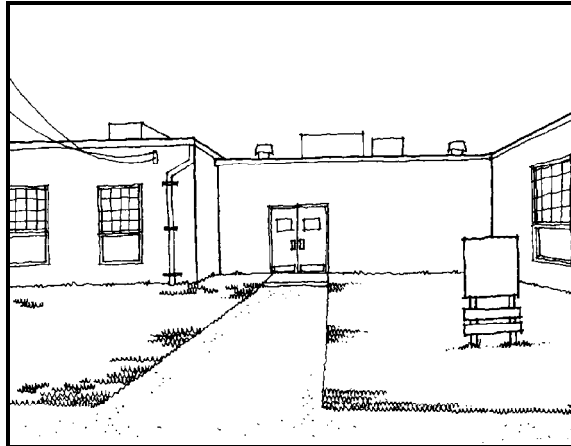
# GENERAL INSTRUCTION FACILITIES STANDARDS BOOKLET BUILDING EXTERIOR

## GREEN



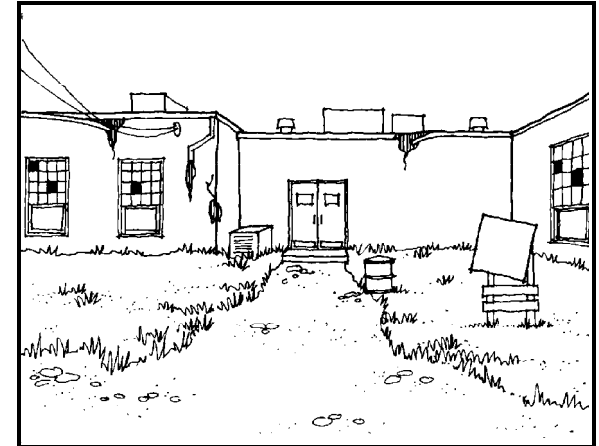
- Exterior components, colors and materials have a coordinated design theme and are in good condition
- Walls, windows and doors in sound condition
- Roof in good repair and fits architectural theme
- Gutters & down spouts function and fit design theme
- Entry emphasized by design
- Full handicapped access integral part of design
- Exterior signage clearly visible and readable
- Mechanical equipment screened in keeping with building design

## AMBER



- Walls in good repair and painted
- Windows, doors, & structure in good repair
- Roof in good shape
- Gutters and down spouts in good repair
- Entry in good repair
- Handicapped access in place
- Exterior signage exists, not clearly visible
- Mechanical equipment painted to match building color

## RED

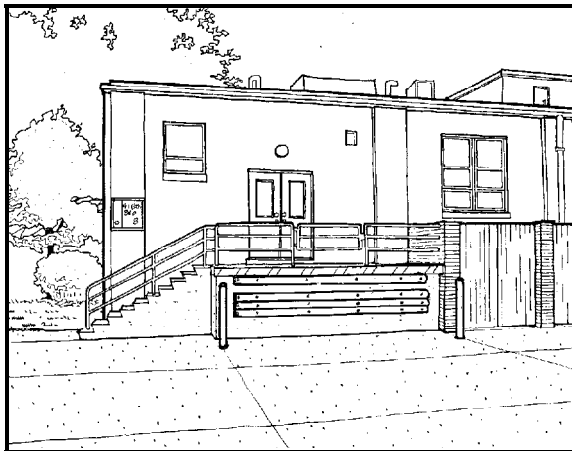


- Exterior walls have cracks and need painting
- Windows, doors, & siding broken or missing
- Roof leaks
- Gutter and down spouts missing or broken
- Entry in disrepair
- Building inaccessible to handicapped
- Inadequate exterior signage
- Unscreened mechanical equipment

# GENERAL INSTRUCTION FACILITIES STANDARDS BOOKLET

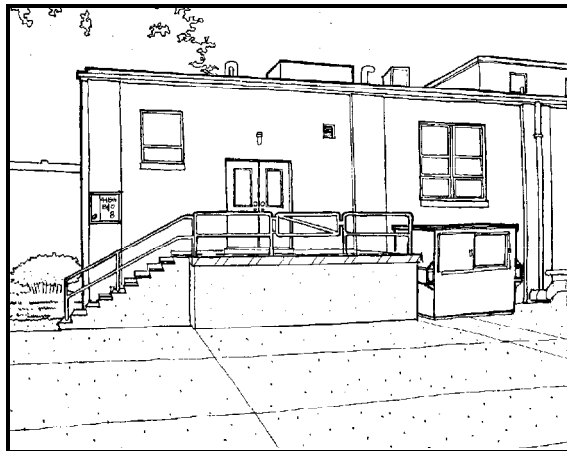
## SERVICE AREA

**GREEN**



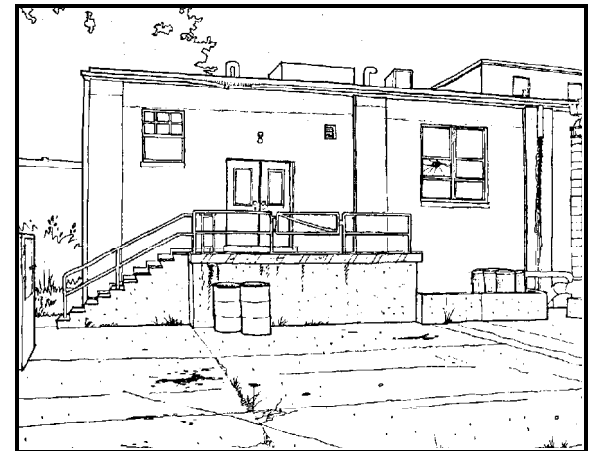
- Permanent exterior finishes have a coordinated design theme and are in good condition
- Dumpster screen incorporated into loading dock area design
- Building utility lines concealed

**AMBER**



- Building trim, gutters, down spouts, etc., in good repair
- Dumpster located inconspicuously
- Building mechanical equipment partially screened or painted

**RED**

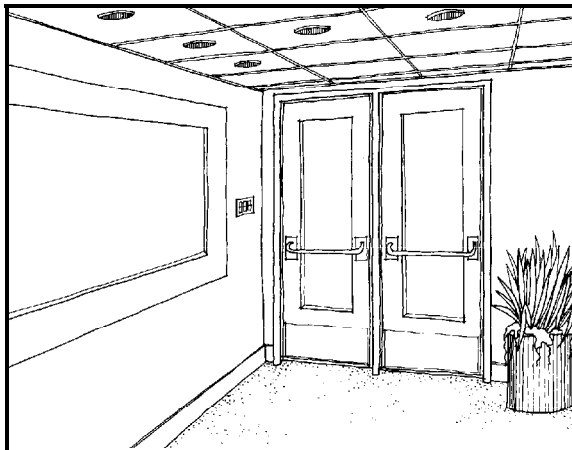


- Deteriorated gutters, down spouts, and building finishes
- Dumpster and other equipment do not relate to primary building color
- Building equipment and utility lines unsightly and disorderly

# GENERAL INSTRUCTION FACILITIES STANDARDS BOOKLET

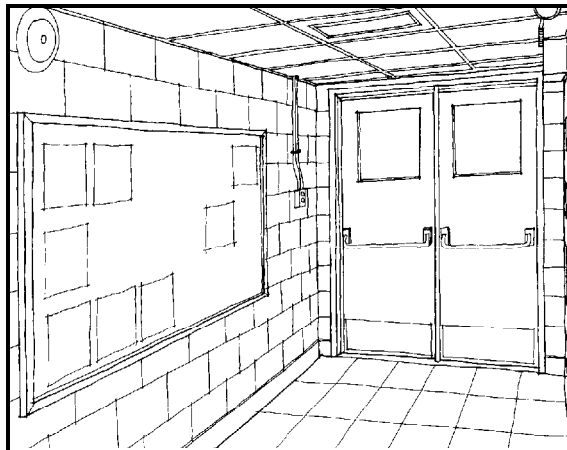
## LOBBY

**GREEN**



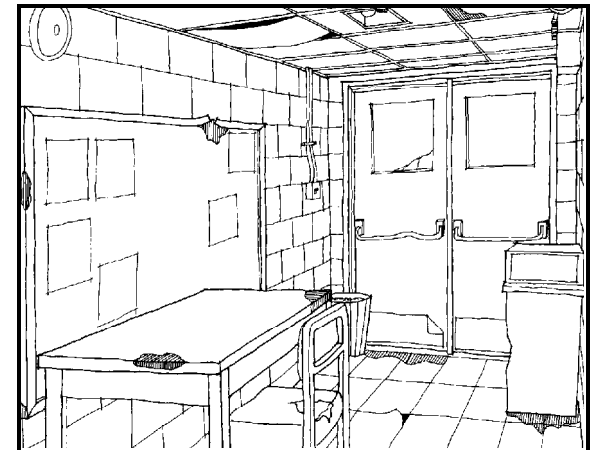
- Durable wall covering with ample, properly placed electrical fixtures
- Quality ceiling, with integrated lighting system and emergency lights
- Coherent, complete design of colors, material, and finishes
- Coordinated signage with building directory in lobby

**AMBER**



- Walls in good repair, electrical conduits covered to match wall colors
- Ceiling in good repair with sufficient lighting
- Attractive arrangement of room colors.
- Signage minimal

**RED**



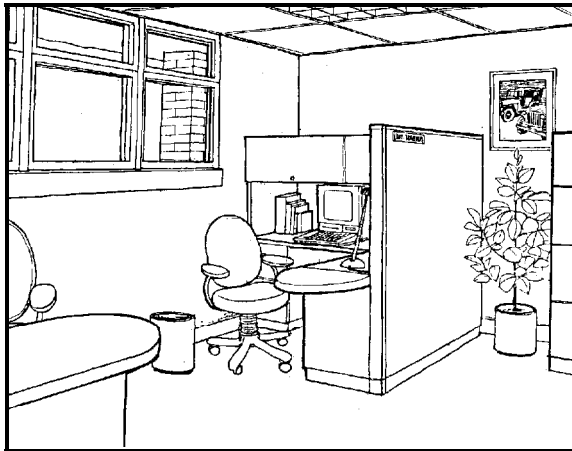
- Damaged wall covering, exposed conduit and cord run down the wall
- Damaged and stained ceiling with insufficient or poor lighting
- Disjointed combination of room colors
- No or poor signage



# GENERAL INSTRUCTION FACILITIES STANDARDS BOOKLET

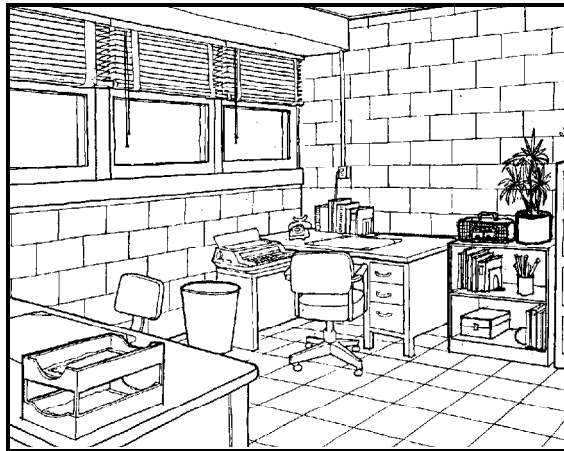
## ADMINISTRATIVE AREAS

### GREEN



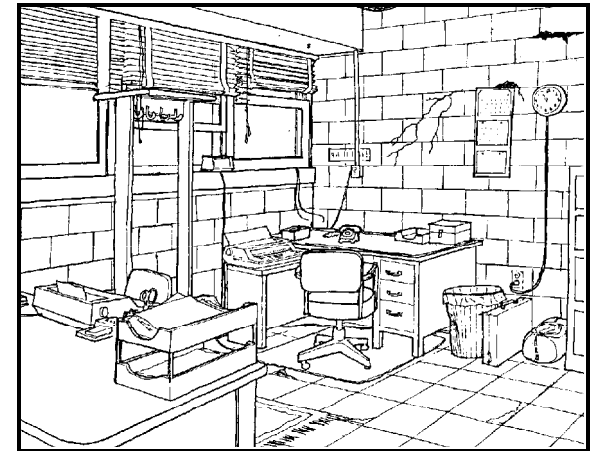
- Floor and wall materials of durable materials with complete finish details
- Quality ceiling with integrated lighting system
- Flexible, efficient layout with separate space requirements satisfied
- Complete, coherent interior design of coordinated colors, materials, and finishes
- Sufficient associated storage
- Heating, ventilation and air conditioning (HVAC) system maintains normal comfort cooling and heating

### AMBER



- Good floor and walls with electrical conduit covered to match wall color
- Ceiling in good repair with appropriate lighting
- Satisfactory layout of space
- Attractive arrangement of colors and materials.
- Inadequate storage space
- HVAC has some areas outside normal comfort cooling and heating

### RED

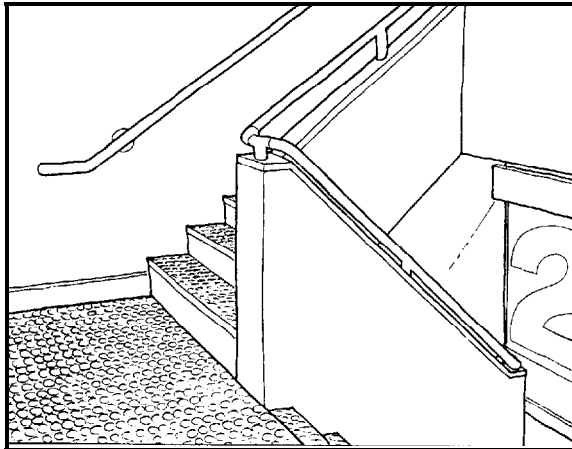


- Damaged or stained floor and walls, exposed electrical conduit and cords
- Damaged ceiling and inadequate lighting
- Poor, inefficient layout of building space
- Disjointed combination of room colors and materials, incomplete in detail
- Inadequate storage space
- HVAC does not maintain normal comfort cooling and heating

# GENERAL INSTRUCTION FACILITIES STANDARDS BOOKLET

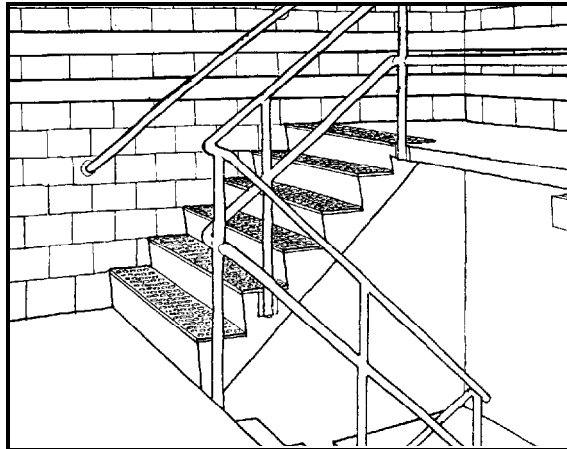
## STAIRS

**GREEN**



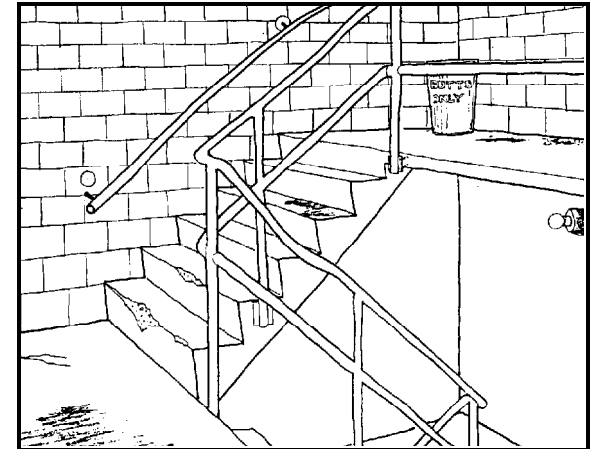
- Quality floor covering of landings and stairs with nonskid features
- Coordinated design of wall and ceiling colors, materials, finishes and handrail
- Design integrated lighting fixtures and emergency lighting
- Signage conforms to design

**AMBER**



- Landing and stairs free from defects with adequate skid protection
- Ceiling and walls in good repair
- Suitable lighting with emergency lights provided
- Signs to indicate floor number

**RED**

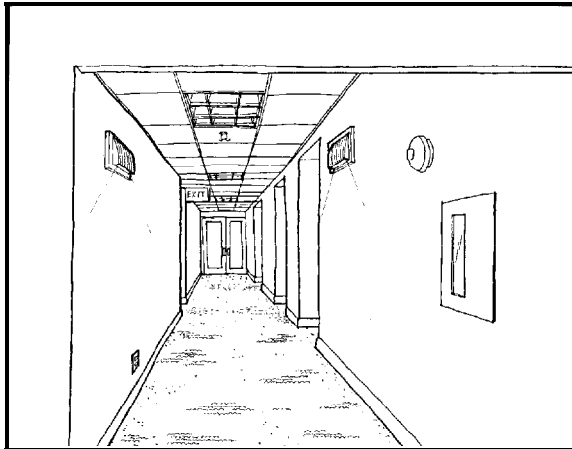


- Landing and stairs in need of repair
- Damaged walls and handrail, exposed conduit along walls
- Minimal lighting
- Poor or no signage

# GENERAL INSTRUCTION FACILITIES STANDARDS BOOKLET

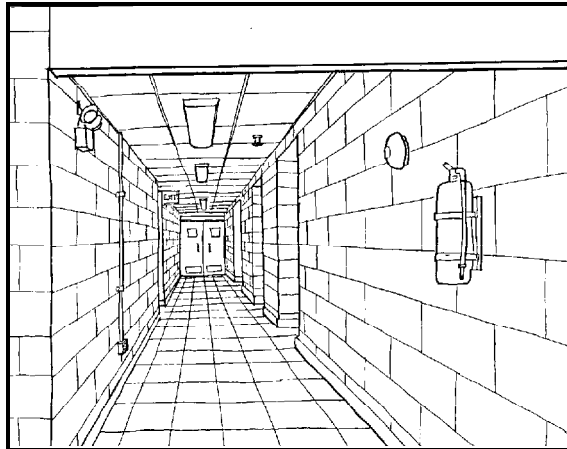
## CORRIDORS

**GREEN**



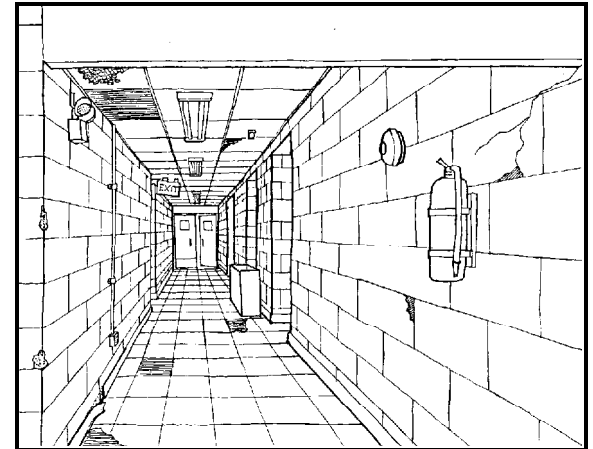
- Quality wall coverings and finishes with proper signage and electrical fixtures
- Integrated ceiling with lighting system
- Coordinated design of colors, materials, fixtures and finishes
- Corridors clear of obstructions

**AMBER**



- Wall covering in good shape, electrical conduit covered to match wall colors
- Ceiling in good repair with sufficient lighting
- Good quality finishes of floor and walls
- Corridor free of major obstructions

**RED**

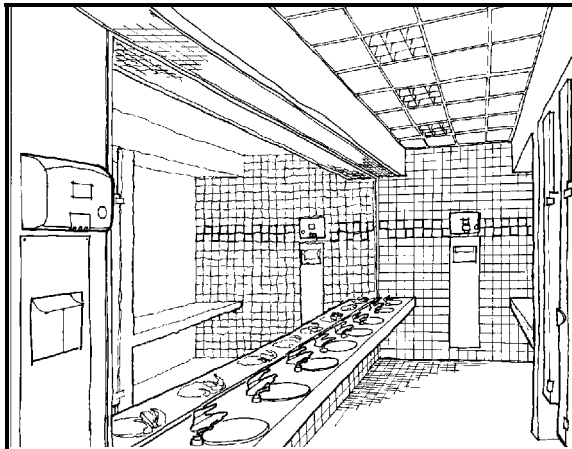


- Damaged wall covering, exposed conduit and piping along wall
- Damaged or stained ceiling with poor or inadequate lighting
- Mismatched assortment of colors and materials
- Corridor obstructed by public telephone, fire extinguisher, etc.

# GENERAL INSTRUCTION FACILITIES STANDARDS BOOKLET

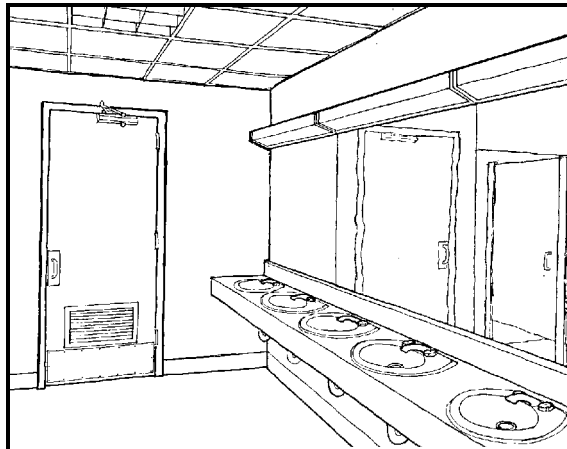
## TOILETS

### GREEN



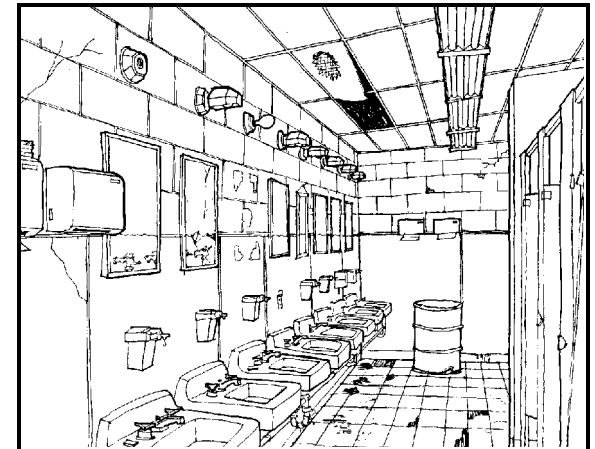
- Walls of quality, durable material, ample safety electrical outlets
- High quality ceiling with integrated lighting and ventilation
- Complete interior design of coordinated colors, fixture and finishes of durable, maintainable materials
- Full handicap accessibility
- Adequate facilities for population served
- Ample hot water and water pressure
- Built-in ventilation fan and electrical safety outlets

### AMBER



- Wall covering in good state of repair, electrical conduits painted to match wall
- Ceiling in good repair with adequate lighting and ventilation
- Sound use of color and materials with all fixtures and finishes in good shape
- Some provisions made for handicap accessibility
- Adequate facilities for population served
- Insufficient hot water or water pressure
- Insufficient number of electrical safety outlets

### RED



- Floors and walls damaged and stained, exposed electrical conduits, piping, etc.
- Ceiling in disrepair, poor or insufficient lighting and ventilation
- Mismatched colors and finishes, some fixtures and components missing or damaged
- No handicap accessibility
- Insufficient facilities for population served
- No hot water or water pressure
- No built-in ventilation fan and/or electrical safety outlets

# GENERAL INSTRUCTION FACILITIES STANDARDS BOOKLET

## UTILITIES

*PRIORITY COMPONENT (For Local Installation Reference Only)*

### GREEN

- Modern and sufficient electrical fixtures and system in good operation
- Water system with sufficient pressure and flow at all times
- Drainage system operates without leaks or blockages
- Sufficient and operable telephone system
- Heating, ventilation and air conditioning (HVAC) system maintains normal comfort cooling and heating

### AMBER

- Adequate electrical fixtures with few system failures
- Water system adequate with minor pressure and flow problems
- Drainage system has minor problems
- Adequate telephone system support
- HVAC has some areas outside normal comfort cooling and heating

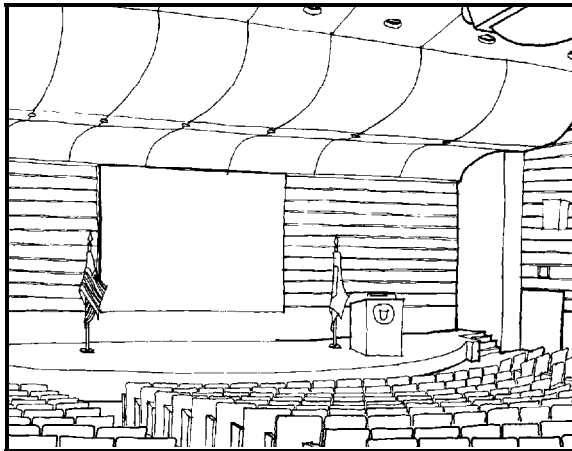
### RED

- Inadequate electrical system with frequent failures
- Water system with leaks and pressure and flow problems
- Drainage system has frequent leaks and blockages
- Inadequate telephone system subject to failures
- HVAC does not maintain normal comfort cooling and heating

# GENERAL INSTRUCTION FACILITIES STANDARDS BOOKLET

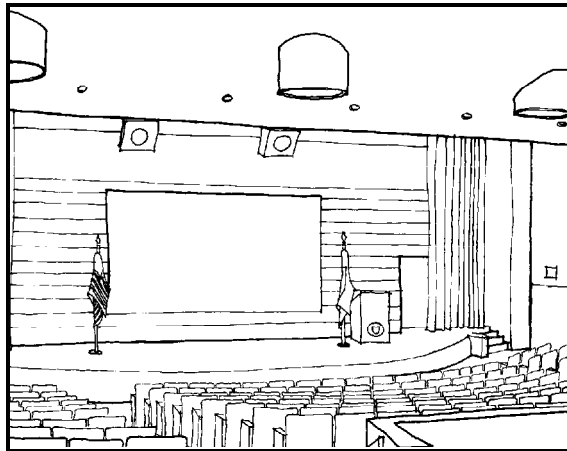
## AUDITORIUM

**GREEN**



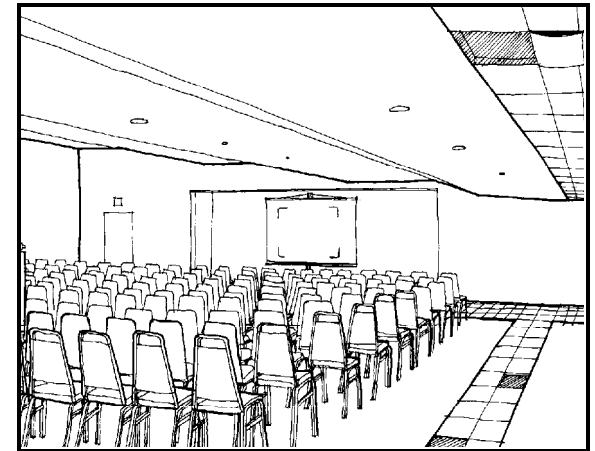
- Tiered seating arranged for optimal viewing
- Coordinated interior design in good repair
- Heating, ventilation and air conditioning (HVAC) system maintains normal comfort cooling and heating
- Elevated stage
- Specialty lighting system
- Supports state-of-the-art audio visual system

**AMBER**



- Tiered seating with some visual obstruction
- Walls, ceiling and floor in good repair
- HVAC has some areas outside normal comfort cooling and heating
- Elevated stage
- Minimal lighting and audio visual
- Adequate audio/visual system support

**RED**



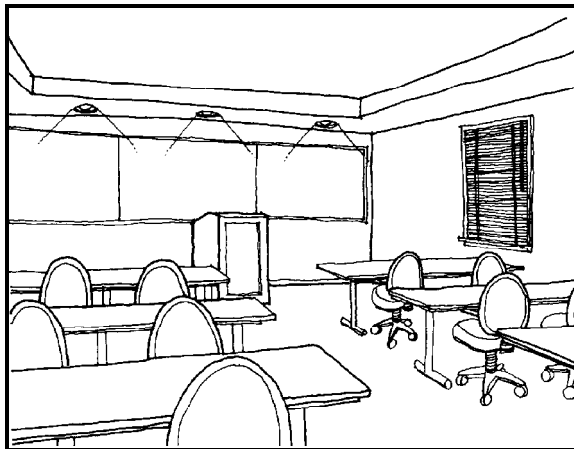
- Seating or chairs on level floor
- Walls, ceiling and floor cracked, worn or damaged
- HVAC does not maintain normal comfort cooling and heating
- No stage
- Poor lighting
- No accommodation for audio/visual

# GENERAL INSTRUCTION FACILITIES STANDARDS BOOKLET

## CLASSROOMS

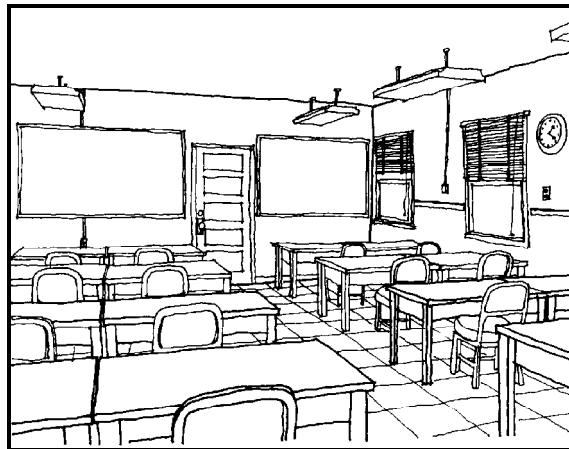
*PRIORITY COMPONENT (For Local Installation Reference Only)*

**GREEN**



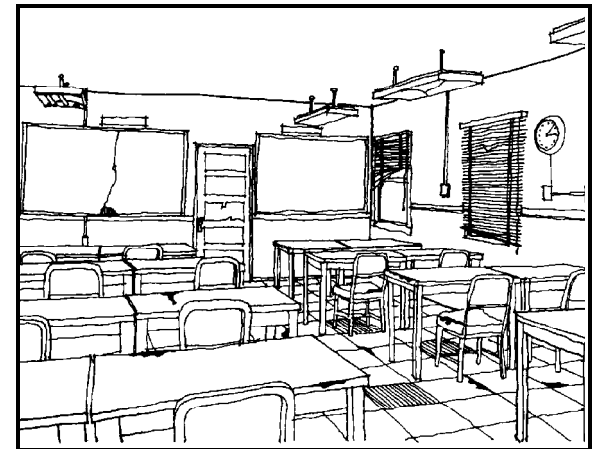
- Coordinated interior design in good repair
- Variable lighting
- Heating, ventilation and air conditioning (HVAC) system maintains normal comfort cooling and heating
- Supports state-of-the-art audio/visual
- Visual aids visible to all

**AMBER**



- Walls, ceiling and floor in good repair
- Minimal lighting and audio/visual support
- HVAC has some areas outside normal cooling and heating
- Adequate audio/visual support
- Visual aids visible to all

**RED**

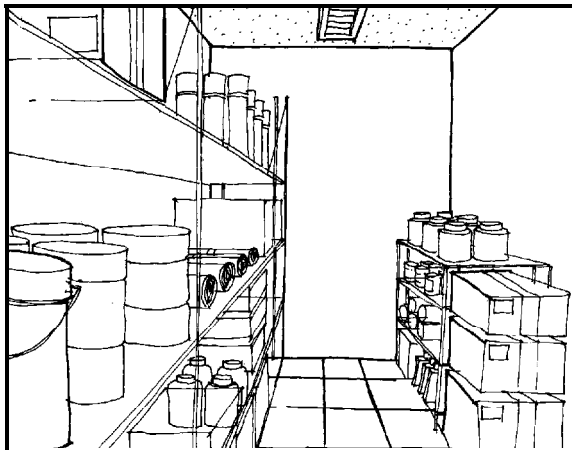


- Wall, ceiling and floor cracked, worn or damaged
- Inadequate lighting
- HVAC does not maintain normal comfort cooling and heating
- No accommodations for audio/visual
- Obstructions limit visibility of visual aids

# GENERAL INSTRUCTION FACILITIES STANDARDS BOOKLET

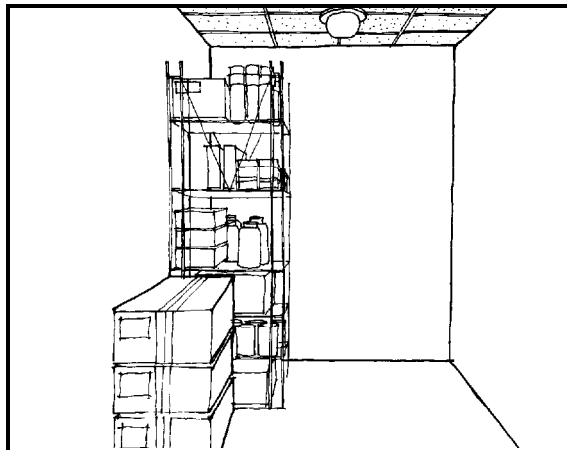
## SUPPLY STORAGE

**GREEN**



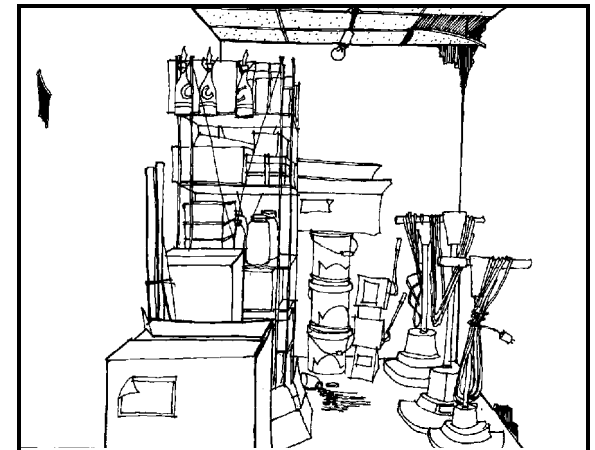
- Walls, ceiling and floor surfaces well finished
- Good lighting for all storage areas
- Separate, secure storage area with bins, shelves and lockable compartments
- Full access to all supplies
- Aisle width adequate for material handling equipment

**AMBER**



- Walls, ceiling and floor in good repair
- Adequate lighting
- Marginal shelves, bins and compartments to separate supplies
- Access to some supplies difficult
- Poor security

**RED**



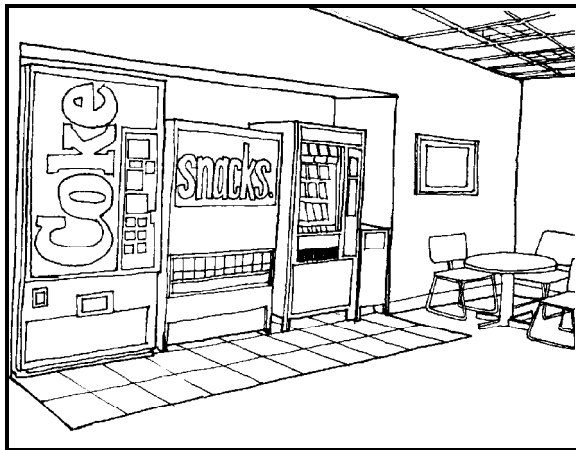
- Walls, ceilings and floors cracked, worn or damaged
- Poor or insufficient lighting
- Insufficient shelves, bins and compartments
- Access restricted
- No lockable compartments



# GENERAL INSTRUCTION FACILITIES STANDARDS BOOKLET

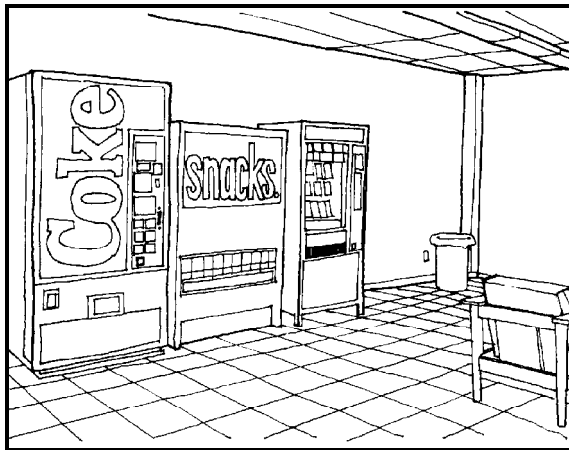
## LOUNGE/VENDING AREA

**GREEN**



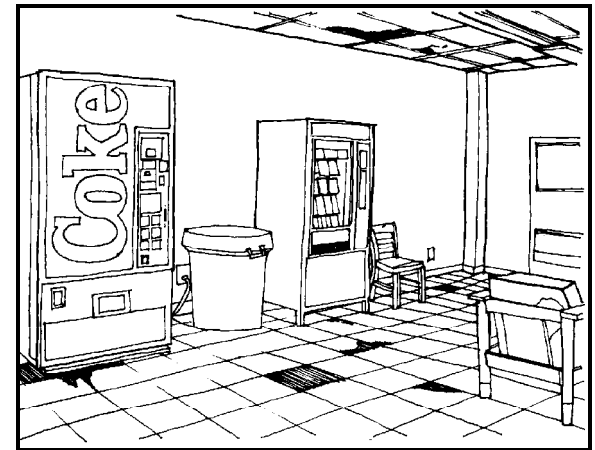
- Coordinated walls, ceiling, floor of quality materials
- Integrated lighting
- Lounge/snack bar in separate designed area
- Design coordinated signs
- Machines located in appropriately designated area

**AMBER**



- Walls, ceiling, floors in good repair
- Appropriate lighting
- Limited lounge
- Signage present
- Vending area out of major traffic area

**RED**



- Walls, ceiling, floors cracked, worn or damaged
- Inadequate lighting
- No separate lounge area
- No signage
- Vending machines restrict traffic